



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HISTORIC PRESERVATION COORDINATOR

Job Number: 20001534

Job Code: 80130V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 02/01/1990

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates employees and all administrative functions of a Historic Preservation Program(s) on a statewide basis OR coordinates and monitors historic preservation projects and inventory on historic state-owned properties. Provides professional technical assistance and consultative services regarding historic preservation; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a master's degree in architectural history, American studies, American civilization, folklore, cultural geography, historic preservation, early American culture, museum management, art history or a related field.

#### **EXPERIENCE:**

Must have four years experience in historic preservation programs.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

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Additional experience in historic preservation will substitute for the master's degree on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces state and federal laws, rules, regulations and policies relating to Historic Preservation Program(s) area. Coordinates employees performing historic preservation work. Coordinates preservation of artifacts and interior finishes for Executive Mansion, Old Governor's Mansion and other historic state-owned buildings. Supervises federal and state grants in the specified program area. Requests and collects program data and reports, analyzes data and reports to determine if they are in compliance with federal and state program requirements. Reviews data, records and reports submitted by program recipients or agency staff. Performs on site inspections of projects and historic stated-owned properties. Conducts periodic inventory checks and maintains database of Historic Properties inventory catalog. Reviews and analyzes program standards in the program area and communicates revised standards to grantees and other program recipients. Responds to programmatic inquiries from the general public, governmental officials and local organizations. Provides guidance in field procedures and analysis of historic properties and organizes training workshops for local service delivery professionals. Attends professional meetings, statewide or local meetings related to the program area to gather or distribute program or technical information.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*